MEMORANDUM FOR:  Special Support Assistant to DD/S
Chief, Commercial Staff
Chief, Management Staff
Chief, Audit Staff
Chief, Medical Staff
General Counsel
Comptroller
Director of Training
Director of Communications
Director of Personnel
Director of Security
Director of Logistics

SUBJECT:  Reports Management

1. Administrative and management reports constitute a major portion of our ever increasing paperwork volume. To what extent can we increase the value of these reports and provide simpler and more direct reporting methods? How many of our reports duplicate other paperwork, or in other ways are non-essential? What do our reports cost and are they worth the expenditure? We do not have the answers for we have never taken a searching look at this problem.

2. I have therefore requested the Chief, Management Staff to coordinate a reports management program for the DD/S area. As an initial step you are asked to survey your reporting requirements to determine whereby improvements can be effected immediately, and to provide the foundation for a continuing program. Enclosure 1 provides instructions for this survey. Information of a general nature is contained in enclosures 2 through 6. Additional copies of all enclosures may be obtained from the Management Staff.

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3. A DD/S Reports Review Panel composed of the Records Management Officer for Reports, Management Staff as Chairman, and Reports Management Officers representing Offices and Staffs, will review all recommendations on inter-Office and inter-Staff reports. Recommendations on intra-Office and intra-Staff reports will be reviewed at the Office Director or Staff Chief level. The Management Staff will follow through on recommendations of the DD/S Reports Review Panel as approved by the DD/S, and will assist you with the development of improvements resulting from your surveys.

4. The target date for completing your phase of this survey is 7 November. Recommendations developed within your office during this survey will then be considered and acted upon, and you will establish procedures for effective continuing control and improvement of reports within your area. The Chief, Management Staff will provide guidance in establishing your Reports Management Program.

H. GATES LLOYD

(Support)

Enclosures (6)